

**NEW MADRID COUNTY PORT AUTHORITY
435 MAIN STREET
NEW MADRID, MISSOURI 63869
(573) 748-2530**

**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES INCLUDING DESIGN AND
CONSTRUCTION INSPECTION**

The New Madrid County Port Authority request proposals from qualified consulting firms for engineering design and construction inspection of harbor and land improvements. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office which is indicated within this proposal.

The purpose of the project is to provide infrastructure improvements for potential customers within the New Madrid County Port property and will be funded with state and/or federal monies.

Scope of Work

The project will involve the design and construction inspection of harbor infrastructure and land improvements including, but not limited to, road improvements and utility improvements along with the pertinent appurtenances.

Proposal Submission Information

(A) SUBMISSION OF PROPOSALS

1. **Submission and Signature:** Proposals shall be signed and returned to Timmie Lynn Hunter, Executive Director, New Madrid County Port Authority, 435 Main Street, New Madrid, Missouri 63689
2. The Firm must respond to the RFP by submitting all data required in Paragraph (B) below for its proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of a proposal from further consideration.
3. **Clarification of Requirements:** Any and all questions regarding specifications, requirements, competitive procurement process, or other questions must be directed to Timmie Lynn Hunter, Executive Director, New Madrid County Port Authority, 435 Main Street, New Madrid, Missouri 63689, (573)748-2530.

(B) REQUIRED ELEMENTS OF PROPOSAL

1. **Experience and Technical Competence:** The proposal must clearly identify the Firm's experience in offering services for port improvements requested in this RFP. The description should include a list of the agencies which your Firm served or currently serves.
2. **Personnel:** Please indicate the names of the primary contact person for the Firm. Information presented in this section should highlight the

Firm's previous experience, as well as any work with other similar organizations.

3. References: Proposals must indicate the names and contact information of officials of previous or current clients.

(C) EVALUATION CRITERIA AND PROCESS

Evaluation Factors: Any agreement for services resulting from this RFP shall be awarded to the Firm providing the best proposal to the Port. Pursuant to the Brooks Act for Consultant Selection – the following proposals will be evaluated in accordance with the following factors and respective weights:

- Relevant Experience and Technical Competence 50 Max Points
- Relevant Experience of Personnel Assigned to the Project 25 Max Points
- Past Record of Performance from Opinions of References 25 Max Points

It is required that your firm be prequalified with MoDOT and listed in MoDOT's Approved Consultant Prequalification List, or your firm will be considered non-responsive.

Initial proposals should be no more than 10 pages, including transmittal letter, but not including E-Verification information, and are due by **October 11, 2022**. A contract will be executed by the Port and selected consulting firm on or before October 13, 2022.